

Little Traverse Bay Bands of Odawa Indians

JOB POSTING

Job Title: Receptionist

Department: Administration

Reports To: Enrollment Officer

FLSA Status: Non-Exempt

Salary Level: \$10.50 to \$13.95 per hour

Level: 1

Terms: Part-time, 24 hours a week, 9-months, Seasonal Position

Opens: March 10, 2016

Closes: March 31, 2016

SUMMARY To provide general enrollment services to the LTBB Citizenship. To assist with Address changes during the peak per capita season and to issue Tribal Identification Cards. To scan vital records from each generation to the 1910 Durant Roll and link family relationships and to data enter Durant roll numbers and personal information into Progeny ES.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- To issue Tribal Identification Cards.
- To verify and data enter address changes.
- To assist with the Annual Per Capita Payment.
- Data entry and link relationships in Progeny ES.
- Scan birth certificates, social security cards, tree charts, military records, enrollment applications and other pertinent documentation in database.
- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel. Retrieve messages from voice mail and deliver to personnel, filing.
- Welcome on-site visitors with general enrollment services; enrollment application packets; issuance of Tribal Identification cards.

QUALIFICATIONS

This position requires the individual to be a people person with a friendly, respectful, and cooperative nature. Enjoy working with the public and excellent communication skills are required. Ability to maintain confidentiality.

EDUCATION and/or EXPERIENCE

Minimum high school diploma or equivalent and one year in an office setting. Must have knowledge of Microsoft Word Processing software.

COMMENTS

Indian preference will apply.